New JA-PARS Activity Statuses
Overview and definitions

With the release of the new Joint Accreditation Program and Activity Reporting System (JA-PARS) in 2021, we removed the reporting year field and introduced new activity statuses. In the previous system, activities were either open or closed. There are now four activity statuses: draft, active, ready to close, and closed. This guide explains how activities flow in JA-PARS and what information is required at different points of time.

Activity Flow

Many CE providers are used to entering all of their activity information at the end of the reporting year, in advance of the year-end reporting deadline. Those of you who register your activities for Maintenance of Certification/Continuing Certification (MOC/CC) credit are familiar with the process of entering your activities in JA-PARS before (or as) they are made available to learners. This allowed for registered activities to be promoted on CME Passport (formerly called CME Finder) and for physicians certified by participating boards to find activities that were included in the CME for MOC collaboration.

With the JA-PARS upgrade, all IPCE and CME activities can be promoted in CME Passport and you can report physician-learner credit for all of your CME activities. We encourage all CE providers to enter their activities in JA-PARS as they become available to learners, so you can take advantage of these new benefits. When you do this, your activities will generally follow the status flow shown below.

What do the different statuses mean?

DRAFT: A draft activity is an activity that is not yet available to learners, or you have not entered enough information in JA-PARS for the activity to be considered active. JA-PARS assigns the draft status. You do not have to set it.

ACTIVE: As long as the end date of the activity has not passed and you have entered all fields, JA-PARS automatically moves the activity to active status. You do not need to set the status as active.

READY TO CLOSE: Once the end date of an activity has passed and you have entered all fields, JA-PARS automatically changes the status to ready to close. You do not need to actively set an activity as ready to close. At this point, you can enter your final total learner counts, provide any final details about commercial support (if applicable), and close your activity.

CLOSED: Once you have completed and updated your total learner counts, you will need to change the status of your activities to closed. JA-PARS does not do this since it cannot determine when your learner counts and other details are final. You will be able to set the status as closed for an individual activity, or you can select all the applicable activities and set them as closed at the same time, or you can use any of the batch or web services methods.
What fields are required for each status?

DRAFT
- Title
- Format
- Start date
- End date

ACTIVE
- Delivery method (if applies)
- Location (if applies)
- City, State, Country (if in person)
- At least one credit type and amount
- If IPCE and/or AMA PRA Category 1™ credit, CME Passport Yes/No selection
- If CME Passport = Yes
  - Fee
  - Registration
  - Activity URL
- If Pharmacy credit:
  - Target audience selection
  - Pharmacy activity type
  - Pharmacy topic designator
  - Sequence number
  - Live date, if Live Course, RSS, Learning from Teaching or Committee Learning
- Activity Description
- Providership (Direct/Joint)
- End date not in the past

READY TO CLOSE
- Same fields as Active
- End date in the past

ABLE TO BE CLOSED
- Everything required for Ready to Close
- IPCE Yes/No selection
- If Joint Providership, at least 1 joint provider name
- At least 1 Outcome Measure
- Commercial Support Yes/No
- If Commercial Support = Yes, at least 1 support source, and for each source:
  - Monetary or In-Kind selection
  - If Monetary, support amount
- Total learner count for at least one profession (can enter a “0” in one profession if there were no learners)
  - Note: you no longer need to enter a “0” for every profession that corresponds to credit type offered for the activity
- If activity was registered for MOC/CC, at least one board selected, attestation complete, and for each board:
  - At least one practice area
  - At least one credit type
  - MOC/CC credit amount
What do I do for Year-End Reporting?
Previously, you had to enter all activities that were offered by reporting year in which the activities were active. This meant that if you had an activity that was offered in multiple reporting years, you had to enter the activity multiple times and “close it” at the end of each reporting year. Now that there is no reporting year field, providers are asked to enter activities as the activities are planned and close activities as the activities end.

When an activity is over, you’ll provide all of the information noted above and set the activity status to closed. This allows you to manage your activities throughout the year, rather than waiting until the end of the year. When the end of the calendar year arrives, instead of closing activities that are still being offered, you will simply update your total learner counts to that point in time. The activity will remain active or ready to close until you close it.

In addition to closing any activities that are over and updating learner counts for activities that are continuing, you will be asked to provide a program summary for the calendar year and to attest that you have closed activities that have been completed and you have provided updated learner counts for those activities that remain active into the next year(s). The data you will need to provide is about exhibit/advertising income, registration fees, monetary government grants, and private monetary donations received in support of your CE program in the calendar year.